

The Soldier's Guide to Citizenship Application

<http://www.perscom.army.mil/tagd/ins/ins.htm>

***This booklet contains the material at the web address presented above.**

This booklet [copy] has been provided to you by:

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The Soldier's Guide to Citizenship Application

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Introduction

The Department of Defense has partnered with the Immigration and Naturalization Service (INS) to assist non-citizen military members with their citizenship applications. The goal is to streamline and expedite the handling of their applications. The Department of the Army has directed its regionally dispersed Military Personnel Divisions (MPD) and Personnel Service Battalions (PSB) to serve as the local conduit to assist soldiers with their applications and to coordinate with PERSCOM as necessary to facilitate the process.

This guide provides an overview of the process and outlines the framework for customer support. Also, soldiers should visit the INS website for background information on procedures, fees, forms, or statutes that may affect the application process. The INS Guide to Naturalization and other references *can* be obtained from the INS web page at www.ins.usdoj.gov.

Applicability

This initiative is primarily designed to assist active duty soldiers that meet the criteria for citizenship based on 3 years of qualifying service in the Army. The Army has expanded the scope to also provide assistance to soldiers that do not have 3 years of qualifying service but do qualify for citizenship under the criteria for permanent residency. See [Table T1](#). Applications for citizenship submitted by the spouses or dependents of soldiers are not addressed by this initiative.

Eligibility Requirements

[Table T1](#) below summarizes the naturalization eligibility requirements for military members. Following the table is a description of the terms. If you still have questions about your eligibility, you should consult an immigrant assistance organization or INS.

TABLE T1

Basis for Eligibility	Category	Time as permanent resident	Continuous residency	Physical presence in the U.S.	Time in district or state	Good moral character	English & civics knowledge	Attachment to the Constitution
Permanent Resident for at least five (5) years, and currently on Active Duty for less than 3 years	A	Must be a permanent resident 5 years on the day application is filed	Required	Required minimum 30 months	Required	Required	Required	Required
Permanent Resident for at least three (3) years, have been married to a U.S. citizen for this 3 years, and currently on Active Duty for less than 3 years	B	Must be a permanent resident 3 years on the day application is filed	Required	Required minimum 18 months	Required	Required	Required	Required
Served in the Armed Forces during recognized periods and enlist/reenlist in the U.S. (Sec 329)	D	Not Required	Not Required	Not Required	Not Required	Required	Required	Required
Member of the U.S. armed forces and have served for at least 3 years (Sec 328)	D	Must be a permanent resident when INS examines the application	Not required	Not required	Not required	Required	Required	Required

Definition of Terms

- **Eligibility**—Active Army soldier, U.S. Army Reserve soldier on active duty, or National Guard soldier during such time as the units is federalized.
- **Category**--Throughout this document, you will see reference to your filing category. Refer to this section of the chart to review the associated criteria.
- **Time as a permanent resident**--Permanent Residents are individuals who have Permanent Resident status in the United States as provided for under immigration laws. Permanent residents are normally given permanent resident cards (previously referred to as Alien Registration Cards).
- **Continuous residence**--Continuous residence means that you have not lived outside the United States other than for military service during the period in question. Residence is defined as home of record, location of dependents, or location where applicant has resided for 3 months prior to filing the application.
- **Physical presence in the United States**--Physical presence means that you have actually been in the United States. Most applicants must be physically present in the United States for a certain number of months to be eligible for naturalization. This requirement does not apply to military personnel applying under category D.
- **Time as a resident in district or state**--Most people must live in the district or state in which they are applying for at least three months before applying. This requirement does not apply to military personnel applying under category D.
- **Good moral character**--To be eligible for naturalization, you must be a person of good moral character. INS will make a determination on your moral character. Some of the things the INS may consider are:
 - **Criminal record**--The Application for Naturalization, Form N-400, asks several questions about crimes. You should report all crimes you have committed including ones that have been expunged (removed from your record), and those that happened before your 18th birthday. If you do not tell the INS about these crimes, and they are discovered through background checks, you may be denied naturalization even if the crime itself was not a crime for which your case could be denied.
 - **Lying**--If you do not tell the truth during your interview with the INS, they may deny your application for lacking good moral character. If INS grants you naturalization and you are later found to have lied during your interview, your citizenship may be revoked. If you have questions, you may want to seek advice from an immigrant assistance organization, legal assistance attorney, or an immigration attorney before applying.
- **English and civics knowledge**--According to the law, applicants must demonstrate a good understanding of English and the form of government within the United States. Points to remember:
 - Understanding of the English language, including the ability to read, write, and speak simple words and phrases in ordinary usage in the English language.
 - Knowledge and understanding of the fundamentals of the history, principles, and form of government of the United States.

Procedures

Step 1. Prepare

Reading and understanding is the first step in the naturalization process. Since naturalization requirements are difficult to understand, many people have questions. If you read this guide before beginning the naturalization process, many of your questions will be answered. Recommend you start by reviewing the checklist at [Appendix A](#), which discloses the various documents applicable to your filing status.

Step 2. Complete the Naturalization Eligibility Worksheet

If you do not meet all the requirements, you will save both time and money by waiting until you are eligible to apply. You cannot recover the application fee if the INS determines that you are not eligible to apply for citizenship. If you have questions about your eligibility, you should seek advice as specified below. The Naturalization Eligibility Worksheet is available on the INS webpage.

- Go to an INS center
- Contact a community immigrant assistance organization, or
- Talk to a legal assistance or immigration attorney.

Step 3. Compile your Application

After you have completed the eligibility worksheet and believe you are eligible for naturalization, you should obtain an Application for Naturalization (Form N-400). You may obtain Form N-400 at your supporting PSB/MPD or by calling the INS Forms Line at commercial 1-800-870-3676. The form may also be downloaded from the Internet at www.ins.usdoj.gov.

Part 2 of the form has a large influence on the amount of time it takes to process your application and which INS service center your application is ultimately mailed to. Most soldiers will apply under Category D or A. All soldiers must include the biographic data required on Form G-325B. Please be aware that you will be required to answer questions about your application at your interview. When completing your application, it is essential that you answer all questions honestly.

Step 4. Obtain Fingerprints

Category D Applicants--Obtain the appointment letter at [Appendix E](#) from the PSB/MPD. PSB/MPDs can also download the appointment letter from the PERSCOM web. Through prior agreement with the INS, PSB/MPDs have the authority to schedule fingerprinting appointments at the servicing INS facility. A list of [INS fingerprinting facilities](#) is also available on the PERSCOM web page. The letter from the PSB/MPD will state where and when to have your fingerprints taken. Soldiers in Overseas Commands should contact the nearest Military Police Station or Security Manager for applicable procedures.

Categories A and B Applicants--The PSB/MPD does not have authority to schedule appointments for soldiers filing under Category A or B. Soldiers filing under Category A or B will receive their appointment letters directly from the INS after the completed application is received for processing at INS. Soldiers in Overseas Commands should contact the nearest Military Police Station or Security Manager for applicable procedures.

After you receive the fingerprint appointment notice, go to the fingerprinting location. Take your fingerprint notice letter from INS, your Permanent Resident Card, and another form of identification (driver's license, military ID, passport, or state identification card) with you. Your second form of identification should have your photograph on it.

Get your fingerprints taken. INS will send your fingerprints to the FBI. If the FBI rejects your fingerprints, INS will notify you to schedule a second visit to the fingerprinting site. If your fingerprints are rejected, you will not be asked to pay again.

Step 5. Obtain Two (2) Photographs

You must include two color photographs with your application.

Both photographs must meet the following requirements:

- Have a glossy finish, be unmounted and printed on thin paper, and have a white background with a $\frac{3}{4}$ profile view of the right side of your face.
- Your head should be bare unless you are required to wear a headdress by a religious order.
- The size should be no smaller than 40mm (1 $\frac{9}{16}$ inches) long and 35 mm (1 $\frac{3}{8}$ inches) wide and no larger than 80mm (3 $\frac{1}{8}$ inches) long by 60mm (2 $\frac{5}{16}$ inches) wide.
- The image must be at least 26mm (1 inch) wide and taken in natural color.
- Taken within 30 days of the date they are sent to INS.
- An area on the front left or right side of the photo should remain free, providing enough space for the applicant to write his/her full name. This writing will be performed during the interview.
- For more information on the photograph requirements, see the [INS webpage](#)

Step 6. Collect the Necessary Documents

You will need to include copies of several documents with your application. Use the checklist at [Appendix A](#) to make sure you include the right documents. Send an English translation with any document that is not already in English. The translation must include a statement from the translator that he or she is competent to translate and that the translation is correct. In some instances, the checklist directs you to send original documents. If you must send an original document to INS, remember to make and keep a copy for your records. *If filing under category A or B, proceed to [step 9](#).*

Step 7. Bring your Completed Application and fee to the PSB/MPD

The PSB/MPD will review the documentation for accuracy/completeness. When the soldier brings in the completed Application for Citizenship, Form N-400, and the required forms/documentation, the PSB/MPD will review them to ensure that the forms are filled out correctly and that the required documentation is included (see checklist at [Appendix B](#)). The PSB/MPD must also ensure that a check or money order for the processing fee is included.

The PSB/MPD must verify the application and service data and then complete the backside of Form N-426.

The PSB/MPD will authenticate the soldier's service data, and after the information is validated, apply the official seal previously provided to INS to the N-426. The PSB/MPD will also sign the N-426.

Step 8. Fax Background Check and Consent Forms to CCF

The PSB/MPD will fax the Form G-325B (front and back) with all administrative data complete and a signed copy of the release forms for both personnel and medical records to: DSN 923-2706 or commercial (301) 677-2706. If a FAX machine is not available, mail a copy of the original form to the address below. Do not mail the original Naturalization Application to CCF. CCF will perform the required background check, complete the backside of the G-325B, and return the results to the PSB/MPD with the attached records. The PSB/MPD will append the results to the application packet and forward the completed packet to INS as depicted in Step 9.

US Army Central Personnel Security Clearance Facility Attn:
Management Branch
FT MEADE, MD 20755-5250

Step 9. Mail Application to the INS

There are five (5) INS locations to which applications are mailed. The soldier's filing category and residency dictates which INS Center will receive the application. Mail the packet as stipulated below.

- Soldiers applying under Category A or B from CONUS or OCONUS must mail their application to the INS Center serving the region in which they qualify for residency (see table T1). Be sure to include payment for the fee, the Form G-325B with all administrative data completed, and a signed copy of the release forms for the personnel and medical records check.

- The California Service Center services Arizona, California, Hawaii, Nevada, Guam, and Northern Mariana Islands.

California Service Center
P.O. Box 10400
Laguna Niguel, CA 92677-0400

- The Nebraska Service Center services Alaska, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, and Wyoming.

Nebraska Service Center
P.O. Box 7400
Lincoln, NE 68501-7400

- The Texas Service Center services Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Tennessee, and Texas.

Texas Service Center
P.O. Box 851204
Mesquite, TX 75185-1204

- The Vermont Service Center services Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, Washington DC, West Virginia, Puerto Rico, and the Virgin Islands.

Vermont Service Center
75 Lower Weldon Street
St. Albans, VT 05479-0001

- Soldiers filing under Category D, regardless of residency or the location where the application originates, must forward their packets to the Nebraska Service Center address listed below. The interview, however, may be scheduled at a service office convenient for the soldier. Note that the address is different from the Nebraska address that Categories A and B applicants use. Please include in the envelope a note identifying the installation mailing the application, the email and phone number of the local POC, and, if filing from OCONUS, where and when the soldier would like to be interviewed. See [Appendix E](#).

US Immigration and Naturalization
Nebraska Service Center
PO BOX 87426
Lincoln NE 68501-7426

Step 10. Wait for INS To Schedule Your Interview

After everything is ready, INS will schedule you for an interview and mail you a notice of the date, time, and place of the interview. It is very important that you attend the interview. If you must reschedule, contact the office where your interview is scheduled as soon as possible. You should explain your situation and ask to have your interview rescheduled. When a new date has been set, INS will send you a new interview notice. If your address changes before you get the interview notice, notify the INS of your new address by mailing the INS Form AR-11, Alien's Change of Address Card, to the INS or by calling the Customer Service number at: (800) 375-5283. You should also submit a change of address card at the Post Office and provide them your forwarding address.

Step 11. The Interview

Go to your local office for the interview at the specified time. You should appear at the office where you are to be interviewed before the time of your interview. Since many INS offices are crowded, you may not want to bring other people with you. If you fail to appear at your interview without contacting INS, your case will be administratively closed. If this happens and you do not contact INS within 1 year to reopen your case, your application will be denied. Rescheduling an interview may add several months to the naturalization process.

Provide additional documents if INS requests them. In some cases, INS may ask you to bring additional documents to the interview. These documents will be listed on your appointment letter. If you fail to bring the necessary documents, your case may be delayed or denied.

Take the English and Civics test. During your interview, your ability to read, write, and speak English will be tested. You will also be given a civics test to test your knowledge and understanding of U.S. History and Government. Many schools and community organizations help applicants prepare for their citizenship test. Some of these programs are very good; however, INS does not review or approve any of these outside classes or materials. You may want first to check the INS website for available study material. Test questions are provided as part of the INS Guide to Naturalization.

- English. Your English will be tested in one of the following ways:
 - Reading. In order to test your reading ability, you may be asked to:
 - Read aloud parts of the N-400.
 - Read a set of civics questions and then answer them.
 - Read several simple sentences aloud.
 - Writing. To test your writing skills, the INS officer will ask you to write one or two simple sentences.
 - Speaking. Your speaking ability will be tested when you answer questions about yourself and your application.
- Civics. You will be asked to answer verbally a set of civics questions or to take a written multiple-choice test with up to 20 questions.

Answer questions about your application and background. At your interview, an INS officer will place you under oath and then ask you about:

- Your background.
- Evidence supporting your case.
- Your place and length of residence.
- Your character.
- Your attachment to the Constitution.
- Your willingness to take an Oath of Allegiance to the United States.

The INS officer may ask you questions to make sure you meet all the eligibility requirements. Be prepared to explain any differences between your application and other documents you have provided to INS. Remember that you are under oath. Always tell the truth during your interview. If you are granted citizenship but the INS finds out later that you lied on your application or during your interview, your citizenship may be taken away.

A representative may accompany you to the interview if you have sent a Notice of Entry of Appearance as Attorney or Representative, Form G-28. Also, if you are exempt from the English requirements, you may bring an interpreter to the interview. If you have any disabilities, you may bring a family member or legal guardian with you at the discretion of the INS officer.

Step 12. INS Decision

After your interview, your application for citizenship will be granted, denied, or continued.

- Granted. Sometimes INS can tell you if you will be granted citizenship at the end of your interview. Otherwise, you will receive a notice telling you when and where your oath ceremony will be.
- Continued. The INS officer may also continue your case. This means your case is put on hold. The most common reasons for continuation are failing the English and civics tests or failing to give INS the documents they need. If your case is continued, you will either be asked to come to a second interview, usually within 60-90 days of the first interview, or to provide additional documents.

- **Denied.** INS may also deny your application for naturalization. If INS denies your application, you will receive a written notice telling you why. There is an administrative review process for applicants who receive denials. If you feel that you've been wrongly denied citizenship, you may request a hearing with an INS officer. Your denial letter will explain how to request a hearing and will include the form you need. The form for filing an appeal is the Request for Hearing Proceedings under Section 336 of the Act, form N-336.

Step 13 Take the Oath

If INS approves your application for naturalization, you must attend a ceremony and take the Oath of Allegiance to the United States. Here are the procedures for this process:

Receive a ceremony date. INS will notify you by mail of the date and time of your ceremony. The notice INS sends you is called the Notice of Naturalization Oath Ceremony, Form N-445. In some cases, INS may give you the option of taking the Oath on the same day as your interview. If you decide to take a same day oath, INS will ask you to come back to the office later that day. At this time, you will take the Oath and receive your Certificate of Naturalization.

Check in at the ceremony. When you arrive at the ceremony, you will be asked to check in with INS. Try to arrive early. Remember that often there are many other people being naturalized with you who must also check in. If you cannot attend the ceremony on the day you are scheduled, you should return the INS notice (Form N-445) to your local INS office. You should include a letter explaining why you cannot be at the ceremony and asking INS to reschedule you.

Return your Permanent Resident Card. You will be required to return your Permanent Resident Card to INS when you check in for your oath ceremony. You will no longer need your Permanent Resident Card because you will receive your Certificate of Naturalization at the ceremony.

Answer the questions about what you have done since your interview. If more than a day has passed between your interview and the ceremony, you will need to answer several questions. These questions are located on the back of the INS interview notice (Form N-445). You should read the questions carefully and mark your answers before you arrive at the ceremony.

Take the Oath. You are not a citizen until you have taken the Oath of Allegiance. The Oath can be found in the section entitled "Eligibility Requirements." If INS determines you are unable to swear the Oath, you may replace these words with "and solemnly affirm." Finally, if INS determines that you are unable to use the words "so help me God" because of religious beliefs, you may omit these words. If you believe you qualify for a modified oath, you should include a letter with your application explaining the situation. INS may also ask you to provide a document from your religious organization explaining its beliefs and stating that you are a member in good standing.

Hereditary titles--If you have any hereditary titles or positions of nobility, you must give them up at the oath ceremony.

Step 14. Receive the Certificate of Naturalization

After you have taken the Oath, you will receive your Certificate of Naturalization. You may use this document as proof that you are a U.S. citizen. It is strongly recommended that you obtain a U.S. passport soon after your naturalization ceremony. A passport serves as evidence of citizenship and is

easier to carry around than a Certificate of Naturalization. If you lose your Certificate of Naturalization, it can take up to one year to receive a new certificate.

[APPENDIX A](#)

[APPENDIX B](#)

[APPENDIX C](#)

[APPENDIX D](#)

[APPENDIX E](#)

APPENDIX A

Application Checklist

All applicants must include	
	Application for Naturalization, Form N-400
	A photocopy of both sides of your Permanent Resident Card (previously known as the Alien Registration Card)
	Two color photographs (3/4 frontal image)
	An original Form G-325B, Biographic Information
	A check or money order for the Processing Fee. The fee is \$225.00 if assigned to OCONUS. The fee is \$250.00 if assigned within the United States. Overseas applicants do not pay the \$25.00 fee for fingerprinting since they are completed at a government site.
Other Documents that may apply	
	If assigned overseas include:
	FD-258 (fingerprint card) completed by a U.S. consular or military installation.
	If an attorney or accredited representative is acting in your behalf include:
	Form G-28, Notice of Entry of Appearance as Attorney or Representative.
	If your current name is different from the name on your Permanent Resident Card, include:
	The document which legally changed your name (marriage license, divorce decree, OR court document) OR a detailed explanation of why you use a different name.
	If you are applying for naturalization on the basis of marriage to a U.S. citizen, include:
	Proof that your spouse has been a U.S. citizen for at least the past three years (birth certificate, naturalization certificate, certificate of citizenship, copy of the inside of the front cover and signature page of your spouse's valid U.S. passport, OR Form FS240, Report of Birth Abroad of a Citizen of the United States of America).
	Your current marriage certificate.
	Proof of termination of ALL of your spouse's prior marriages (divorce decree OR death certificate).
	An original IRS Form 1722 listing tax information for the past three years OR copies of the income tax forms you filed for the past three years.
	If you were previously married, include:
	Proof of termination of ALL of your prior marriages (divorce decree OR death certificate).
	If the military sponsor is applying under qualifying military service, include:
	An original Form N-426, Request for Certification of Military or Naval Service.
	An original Form G-325B, Biographic Information.
	If you have taken a trip outside the United States that lasted for six months or more since becoming a Permanent Resident, include:
	An original IRS Form 1722 listing tax information for the past five years (or for the past three years if you are applying on the basis of marriage to a U.S. Citizen). Overseas assignment/TDY exceeding six months does not require the IRS Form 1722.
	If you have a dependent spouse or children and have been ordered to provide financial support, include:
	Copies of the court or government order to provide financial support AND
	Evidence that you have complied with the court or governing order (cancelled checks, money order receipts, a court or agency printout of child support payments, OR evidence of wage garnishments).

	If you have ever been arrested or detained by any law enforcement officer for any reason and no charges were filed, include:
	An official statement from the arresting agency or applicable court indicating that no charges were filed.
	If you have ever been arrested or detained by any law enforcement officer for any reason and charges were filed, include:
	An original certified copy of the complete court disposition for each incident (dismissal order, conviction record, OR acquittal order).
	If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program, include:
	The sentencing record for each incident AND
	Evidence that you completed your sentence (probation record, parole record, OR evidence that you completed an alternative sentencing program or rehabilitative program).
	If you have ever had any arrest or conviction vacated, set aside, sealed, expunged, or otherwise removed from your record, include:
	An original or certified copy of the court order vacating, setting aside, sealing, expunging, or otherwise removing the arrest or conviction.
	If you have ever failed to file an income tax return when it was required by law, include:
	Copies of all correspondence with the Internal Revenue Service (IRS) regarding your failure to file.
	If you have any federal, state, or local taxes that are overdue, include:
	A signed agreement from the IRS, state, or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe AND
	Documentation from the IRS, state, or local tax office showing the current status of your repayment program.
	If you did not register with the Selective Service and you (1) are male, (2) are over 26 years old, and (3) lived in the United States in a status other than as a lawful nonimmigrant between the ages of 18 and 26, send:
	A Status Information Letter from the Selective Service (call 1-847-688-6888 for more information).

APPENDIX B

PSB Checklist for Citizenship Application

Completion of the Form N-400, Application for Naturalization	Yes	No	N/A
Is the form filled out completely?			
Is the appropriate block in Part 2 of the Form N-400 checked?			
If the applicant checked block "d", are the Forms N-426 attached?			
If the applicant answered "yes" to one or more questions in Part 7 of the form, is an explanation on a separate sheet of paper attached?			
If the applicant answered "no" to a question(s) in Part 8 of the form, did they attach an explanation on a separate sheet of paper?			
Has the applicant signed the form in Part 11?			
Completion of the Form N 426, "Request for Certification of Military or Naval Service"	Yes	No	N/A
Is the form filled out completely?			
Has MILPO Customer Service obtained information to complete sections 11 and 12 of the form?			
Has the MILPO Customer Service verified the service dates and derogatory data?			
Has the back of the form been signed by an official of the PSB/MPD and stamped with the official seal (i.e., the same seal used to authenticate PCS/TDY orders)?			
Completion of the Form G-325B, Biographic Information	Yes	No	N/A
Is the form filled out completely (required for with all applications)?			
Other required actions	Yes	No	N/A
Has the soldier included a check for the application fee in the correct amount?			
Has the soldier included other necessary documents, such as marriage certificates, divorce certificates, etc.?			
Has the MILPO faxed the G-325B and signed release forms to CCF at Ft Meade (Category D only)?			
Has the MILPO suspended mailing the N-400 along with application fee and other pertinent documents until receipt of the G-325B from CCF (Category D only)?			
Has the PSB/MPD included a note indicating the MILPO POC and commercial phone number and email address, and for Category D applicants, where and when the applicant would like to be interviewed (see format at Appendix E)?			

Appendix C

Where to Go for Help

There are many resources available to naturalization applicants. Some of these are:

Military Personnel Operations. The MPD/PSB is your primary contact for citizenship application. They have all the information you need to become familiar with the naturalization process and to obtain help for completing your application. The MPD/PSB will assist with completing the forms, service date verification, and forwarding the overall application package to the INS Service Center.

INS. If you want more information about naturalization, you may call the Ask Immigration telephone number listed on the sheet titled, Your Local Office, available at the PSB/MPD. Also, you may visit the INS web site. If you have already submitted an application and need the status, call the National Customer Service Center help line: (800) 375-5283). If you are filing under category D and there has been no feedback from INS within 6 months, you may request that the PSB/MPD contact the Nebraska Service Center Military Facilitator for a status check/to expedite the application. Prior to contacting the Military Facilitator, you must provide the PSB/MPD the following information:

Your Name.

Your Alien Number.

Date the N-400 was filed.

Your current address.

Date and type of last INS activity (e.g., fingerprint notice, request for documents, etc.).

Special urgency, if any, such as a need to reenlist.

Community Based Organizations (CBOs). In most communities, there are organizations that assist immigrants who want to become naturalized. These organizations often offer classes in English and civics. They may also help immigrants complete their applications. CBOs may charge a fee, or they may offer their services free of charge. You may locate a CBO by contacting your local INS office. You may also look in the phone book under "Immigration and Naturalization" or "Immigration and Naturalization Consultants" or talk to other immigrants who have been naturalized.

Immigration Attorneys or the supporting Staff Judge Advocate Office. If you have questions about your eligibility, legal advice may be appropriate.

INS Information Counters. If you have questions that have not been answered either by this guide or by the other sources listed here, you may always go to the information counter at your local INS office. There, you may speak directly to an INS employee.

APPENDIX D

Responsibilities

Soldier. The applicant must:

- Ensure that all required forms are properly completed.
- Ensure that the required documentation is filed with the application (photographs, application fee, marriage certificates, divorce certificates, etc.).
- Keep INS informed of any changes in address.
- Obtain fingerprints at the scheduled date/time.
- Attend the interview at the scheduled date/time.
- Complete the Oath of Allegiance at the scheduled date/time.
- Notify INS immediately of any schedule conflicts with fingerprinting, interview, or oath.

PSB/MPD. The role of the PSB/MPD in the citizenship application process is primarily administrative:

- Stocking applicable forms and guidance.
- Assisting soldiers in completing and submitting their citizenship applications.
- Preparing a cover memorandum to INS with the information contained in Appendix E for each applicant.
- Serving as a liaison between the soldier and INS when required.

PSSD, PERSCOM. The primary function of PSSD is to monitor the application process and to resolve problems. PSSD will:

- Establish procedural guidance.
- Serve as a liaison among PSB/MPD, ODCSPER, and the INS.

DCSPER/DMPM. DAPE-MPE is the Army's POC for the citizenship application process. MPE will:

- Manage the Army's involvement in the citizenship application process.
- Direct procedural changes as required or if determined by INS or DoD.
- Monitor the overall progress of the citizenship application process.
- Report to DoD as required on the timeliness of citizenship applications.
- Resolve issues elevated by PERSCOM.

APPENDIX E FINGERPRINT NOTIFICATION

Fingerprint Notification

CASE TYPE

N-400 Application for Naturalization

APPLICATION NUMBER

Department of Defense Referral

RECEIVED DATE PRIORITY DATE

APPLICANT NAME AND MAILING ADDRESS

APPLICATION SUPPORT CENTER To process your application, INS must take your fingerprints and have them read. **PLEASE APPEAR AT THE BELOW APPLICATION SUPPORT CENTER AT THE DATE AND TIME SPECIFIED.** Please bring this notice to the bottom of this notice and return the entire original notice to the address below. **Rescheduling your appointment is required. YOU FAIL TO APPEAR AS SPECIFIED BELOW OR TO REQUEST RESCHEDULING, YOUR APPLICATION WILL BE ABANDONED.**

PLEASE DISREGARD THIS NOTICE IF:

1. YOU HAVE BEEN FINGERPRINTED WITHIN THE LAST 90 DAYS,
2. YOUR APPLICATION HAS ALREADY BEEN GRANTED, OR
3. YOU WERE UNDER 14 YEARS OF AGE OR OVER 79 (75 FOR NATURALIZATION APPLICANTS) AND YOUR APPLICATION WAS FILED.

WHEN YOU GO TO THE APPLICATION SUPPORT CENTER TO HAVE YOUR FINGERPRINTS TAKEN, YOU MUST BRING:

1. **THIS APPOINTMENT NOTICE** and
2. **PHOTO IDENTIFICATION.** Naturalization applicants must bring their Alien Registration card. All other applicants must bring a valid driver's license, national ID, military ID, or State-issued photo ID. If you appear without proper identification, you will not be fingerprinted.

WARNING!

Specific appointment time requests will not be guaranteed. Due to limited seating availability in our lobby area, applicants must arrive on time with transportation or completing the fingerprint worksheet should accompany you.

APPLICATION NUMBER

Department of Defense Referral

REQUEST FOR RESCHEDULING

I am unable to appear because: _____

Please reschedule my appointment for the next available: _____ Wednesday afternoon.
_____ Saturday afternoon.

INS cannot guarantee the day preferred but will do so to the extent possible.
If you have any questions regarding this notice, please call 1-888-557-5398.

APPENDIX F

AK ANCHORAGE SUITE 007 620 E. 10TH AVE 99501 9072712420Hours Sat, Sun Closed, Mon-Fri 8-4

AK DUTCH HARBOR RM 205 FTS BLDG USINS AIRPORT BEACH RD 99692 9072712614 Every Wednesday, 1-5

AK KETCHIKAN USINS 111 MAIN STREET 99901 9072712614 Mon - Fri 9 - 4

AL BIRMINGHAM TERMINAL A 5900 AIRPORT HWY, TERMINAL A-17 35232 2057310318

AL MOBILE MOBILE POLICE DEPARTMENT 2460 GOVERNMENT BLVD 36606 3342081796 Sat, Sun Closed, Mon-Fri 8-4 Mon - Fri 8 - 4 Hours

AK FORT SMITH BLDG D 4991 OLD GREENWOOD BUS PARK 72903 5016464713 Sat, Sun Closed, Mon-Fri 8-4

AZ PHOENIX 2545 E. THOMAS RD 85016 6026672276 Sun, Mon Closed, Tues-Sat 8-4

AZ SAN LUIS MILE MARKER 0 INTL BORDER, HWY 95 MILE MARKER 085349 5206278816 Sat, Sun Closed, Mon-Fri 8am-4pm

AZ TUCSON SUITES RMS 216/217 1835 SOUTH ALVERNON 85711 5205848628 Sun, Mon Closed, Tues-Sat 8-4

AZ BAKERSFIELD SUITES A12/A13/A14 4701 PLANZ RD 93309 6618278372 Sun, Mon Closed, Tues-Sat 8-4

CA BELLFLOWER BELLFLOWER PLAZA, SUITE A-110 17610 BELLFLOWER BLVD 90706 5629256108 Sun, Mon Closed, Tues-Sat 8am 4pm

CA BUENA PARK SUITE A 8381 LA PALMA AVE 90620 7145232351 Sun, Mon Closed, Tues-Sat 8am-4pm

CA CALEXICO US INS POE, 2ND FLOOR 200 E. 1ST ST 92231 7603571144 Sat, Sun Closed Mon-Fri 8am-4pm

CA FRESNO 4893 E. KINGS CANYON 93727 2092521778 Sun, Mon Closed Tues-Sat 8am-4pm

CA GARDENA ROOM B-112 15715 CRENSHAW BLVD. 90249 3106765695 NOT OPEN

CA GARDENA 15715 CRENSHAW BLVD. 90249 3106765898 Sun, Mon Closed Tues - Sat 8am-4pm

CA GOLETA SUITE B 6831-B HOLLISTER AVE. 93117 8059618450 Sun, Mon Closed Tues-Sat 8am 4pm

CA LOS ANGELES 4TH FLOOR 360 E. 2ND ST. 90012 2138941981 Sat, Sun Closed Mon, Fri 8am-4:00pm

CA LOS ANGELES 888 WILSHIRE BLVD. 90017 2136247485 Sat, Sun Closed Mon, Fri 8am-4:00pm

CA LOS ANGELES 5949 W. PICO BLVD. 90035 3239659427 Sun, Mon Closed Tues-Sat 8am-4pm

CA MODESTO SUITE 14 901 N. CARPENTER RD. 95351 2095300480 Sun, Mon Closed Tues-Sat 8am 4pm

CA OAKLAND 2040 TELEGRAPH AVE. 94612 Sat, Sun Closed Tues - Sat 8am 4pm

CA OXNARD CARRIAGE SQ SHP CTR SUITE 100 250 W. CITRUS GROVE LANE 93030 8054853943 Sun, Mon Closed, Tues-Sat 8am 4pm

CA POMONA SUITE 110 435 W. MISSION BLVD 91766 9096200093 Sun. Mon Closed Tues - Sat 8am 4pm

CA RIVERSIDE 10082 MAGNOLIA AVE 92503 9093510474 Sun, Mon Closed Tues-Sat 8am-4pm

CA SACRAMENTO SUITE B 3401 FOLSOM BLVD 95816 9167314119 Sun, Mon Closed Tues-Sat 8am 4pm

CA SALINAS SANTA RITA PLAZA 1954 N. MAIN STREET 93906 8314422783 Sun, Mon Closed Tues-Sat 8am-4pm

CA SAN DIEGO 2509 EL CAJON BLVD. 92104 6195439693 Sun, Mon Closed Tues-Sat 8am-4pm

CA SAN FRANCISCO ROOM 710 630 SANSOME STREET 94111 4157051532 Sat, Sun Closed Mon - Fri 8am-4pm

CA SAN JOSE RM 5 (LOCATED BEHIND TACO BELL) 740 STORY ROAD 95122 4082801183 Sun, Mon Closed Tues-Sat 8am-4pm

CA SAN MARCOS SUITE 101, 102 727 W. SAN MARCOS BLVD. 92069 7604712719 Sun, Mon Closed Tues-Sat 8am 4pm

CA SANTA ANA SUITE 100 - A 1666 N. MAIN ST. 92701 7146640705 Sun, Mon Closed Tues-Sat 8am 4pm

CA ROSA SUITE 100 1401 GUERNEVILLE RD 95403 7075680237 Sun, Mon Closed Tues-Sat 8am 4pm

CA SO. EL MONTE GOLDEN VISTA PLAZA, UNIT Q 9251 GARVEY AVE 91733 6263506238 Sun, Mon Closed. Tues-Sat 8am-4pm

CA VAN NUYS 2ND FLOOR SUITE 200 14515 HAMLIN STREET 91411 8189945453 Sun, Mon Closed Tues-Sat 8am 4pm

CO AURORA UNIT G 15037 E. COLFAX AVE. 80011 3033600632 Sun, Mon Closed Tues-Sat 8am 4pm

CO CENTER CENTER POLICE DEPT 294 S WORTH ST 81125 7197543141 Mon - Fri 9am - 5pm

CO COLORADO SPRINGS COLORADO SPRINGS POLICE DEPT 705 S. NEVADA AVE, SUITE 4114 80903 7194447401 Mon - Fri 8am-11:30am; 1pm-4pm

CO DURANGO DURANGO POLICE DEPT 990 E 2ND AVE 81301 9703852930 Thur 2pm - 4:30pm

CO GRAND JUNCTION ROOM 230 400 ROOD AVE 81501 9702410467 Sat, Sun Closed Mon - Fri 8am-4pm

CT HARTFORD 249 PEARL ST 06103 8605248185 Sun, Mon Closed Tues-Sat 8am 4pm

DE DOVER 1305 MCD DRIVE 19901 3027309311 Sat, Sun Closed Mon-Fri 8am-4pm

FL DAVIE 11690 STATE ROAD 84 33325 9543822074 Sun, Mon Closed Tues-Sat 8am 4pm

FL HIALEAH WESTLAND PROMENADE, SUITE 110 3700 WEST 18TH AVE 33012 3058224694 Sun, Mon Closed Tues-Sat 8am-4pm

FL JACKSONVILLE 4121 SOUTHPOINT BLVD. 32216 9042322833 Sat, Sun Closed Mon-Fri 8am-4pm

FL MIAMI 6445 NE SEVENTH AVE 33138 3057571303 Sun, Mon Closed Tues-Sat 8am 4pm

FL MIAMI SUITE J-6 11865 SW 26TH STREET (CORAL WAY) 33175 3052219949 Sun, Mon Closed Tues-Sat 8am 4pm

FL ORLANDO HOFFNER COMMERCE CTR, UNIT 18C 5449 S SEMORAN BLVD 32822 4073849840 Sun, Mon Closed Tues-Sat 8am 4pm

FL PANAMA CITY BEACH PANAMA CITY BEACH POLICE DEPT 17110 FIRENZO ST 32413 8502335010 Mon - Fri 8am - 12pm; 1pm-4pm

FL TAMPA BAY PLAZA 1, SUITE 401 9225 BAY PLAZA BLVD 33619 8136213864 Sun, Mon Closed Tues-Sat 8am 4pm

FL WEST PALM BEACH SUITE 15B 2501 BRISTOL DRIVE 33401 5616843774 Sun, Mon Closed Tues-Sat 8am 4pm

GA ALBANY DOUGERTY COUNTY JAIL 1302 EVELYN DRIVE 31702 9124312166 Mon - Thur 8am - 3pm Fri 8am - 2pm

GA ATLANTA SUITE 100 3523 BUFORD HIGHWAY 30329 4046332611 Sun, Mon Closed Tues-Sat 8am 4pm

HI HONOLULU 595 ALA MOANA BLVD. 96813 8085326390 Sat, Sun Closed Mon-Fri 8am-4pm

HI HONOLULU ATTNY GENRL, CRIMINAL JUSTICE CTR 465 S KING ST, SUITE 101 96813 8085873100 Mon - Fri 9am-12pm; 1pm-3pm

HI LANAI MAUI PD - LANAI SUBSTATION 312 8TH ST 96763 1st Sat of the month 8am-10am

HI LIHUE KAUAI POLICE DEPT 3060 UMI ST 96766 8082416715 Mon - Fri 9am - 11:30am

HI MOLOKAI MAUI PD - MOLOKAI SUBSTATION 110 AINOA ST 96748 1st Sat of the month 8am-10am

HI WAILUKU MAUI PD 55 MAHALANI 96793 8082446350 Sat, 9am - 12pm

IA DES MOINES #369 210 WALNUT STREET 50309 5153232053 Sat, Sun Closed
Mon-Fri 8am-4pm

ID BOISE ROOM 108 4620 OVERLAND RD 83705 2083349669 Sat, Sun Closed
Mon-Fri 8am-4pm

ID IDAHO FALLS SUITE 190 1820 E. 17TH STREET 83404 2085223622 Mon - Fri 8am-4pm

IL CHICAGO SUPER MALL, SPACE 101 5160 S. PULASKI AVE 60632 7738388428 Sun, Mon Closed
Tues-Sat 8am 4pm

IL CHICAGO 4853 N. BROADWAY 60640 7738789320 Sun, Mon Closed
Tues-Sat 8am 4pm

IL MACOMB MCDONAUGH COUNTY SHERIFF'S DEPT. 110 S. MCARTUR ST 61455 3098332323 Mon
- Fri 8am-4pm

IL NAPERVILLE #124 888 SOUTH ROUTE. 59 60540 6307789624 Sun, Mon Closed
Tues-Sat 8am 4pm

IL NORRIDGE NORRIDGE COMMONS SHOPPING CENTER 4137 N. HARLEM AVE. 60640 7084579235
Sun, Mon Closed
Tues-Sat 8am 4pm

IL WAUKEGAN 25 SOUTH GREENBAY RD. 60085 8477829197 Sun, Mon Closed
Tues-Sat 8am 4pm

IN HAMMOND INDIANAPOLIS BLVD. (RT. 41) 7852 INTERSTATE PLAZA DRIVE 46324 2198456417
Sun, Mon Closed
Tues-Sat 8am 4pm LOCATED IN STRIP MALL BEHIND K-MART

IN INDIANAPOLIS 950 N. MERIDIAN STREET 46204 3172266185 Mon, Wed 8am - 2pm
Tues, Thur, Fri 8am - 12pm

KS GARDEN CITY FINNEY COUNTY SHERIFF'S OFFICE 304 N 9TH ST 67846 3162723700 Mon - Fri
7:30am - 6pm

KS WICHITA SUITE 1050 271 WEST 3RD ST. NORTH 67202 3162932441 Sat, Sun Closed
Mon-Fri 8am-4pm

KY LOUISVILLE ROOM 601 601 W. BROADWAY 40202 5025826380 Sat, Sun Closed
Mon - Fri 8am-4pm

LA MONROE MONROE CITY POLICE DEPT 700 WOOD ST. 71210 3183292600 Mon - Fri 8am - 4pm

LA NEW ORLEANS ROOM T-8011 701 LOYOLA AVENUE 70113 5045896326 Sat, Sun Closed
Mon-Fri 8am-4pm

MA BOSTON 170 PORTLAND STREET 02114 6172273259 Sun, Mon Closed
Tues-Sat 8-4

MA GREENFIELD GREENFIELD POLICE DEPT 321 HIGH ST 01301 4137735411 Mon - Fri 9am-3pm
Before going for your fingerprints, please call the Greenfield Police Dept.at (413) 773-5411 to assure that an INS fingerprint program technician is available.

MA PITTSFIELD PITTSFIELD POLICE DEPT 39 ALLEN ST 01201 4134489715 Tues, Thur 9:30am-12:30pm, Fri 4-8
Before going for your fingerprints, please call the Pittsfield Police Dept. at (413) 448-9705 to assure that an INS fingerprint program technician is available.

MB WINNEPEG ROOM 1092 2000 WELLINGTON AVE. R3H 1C1 2047740142 NONE

MD BALTIMORE TOWER ONE, 12TH FL 100 S. CHARLES STREET 21201 4109622118 Sat, Sun Closed
Mon-Fri 8-4

MD SALISBURY SUITE 11 119 W. NAYLOR MILL ROAD 21801 4105464046 Sat, Sun Closed
Mon - Fri 8-4

MD WHEATON GLENMONT PLAZA 12331-C GEORGIA AVE. 20906 3019493382 Sun, Mon Closed
Tues-Sat 8-4

ME HOULTON POB 189 US INS POE AT END OF INTERSTATE 95 04730 2075322906 Sat, Sun Closed
Mon-Fri 8-4

ME SOUTH PORTLAND 176 GANNETT DRIVE 04106 4122818162 Sat, Sun Closed
Mon-Fri 8-4

MI DETROIT CHENE SQUARE MALL 2652 EAST JEFFERSON AVE. 48207 3132598803 Sun, Mon Closed
Tues-Sat 8-4

MI GRAND RAPIDS GRAND RAPIDS POLICE DEPARTMENT 333 MONROE AVE NW 49503
6164564455 Mon - Fri 8 -11:30; 1 - 4

MI MANISTE MANISTE CITY POLICE DEPARTMENT 70 MAPLE ST 49660 6167232533 Mon - Fri 8-12;
1-5

MI SAULT ST. MARIE USINS INTERNATIONAL BRIDGE PLAZA 49783 9066328822 Sat, Sun Closed
Mon-Fri 8-4

MN DULUTH 208 FEDERAL BLDG 515 W. FIRST ST. 55802 2187205207 Sat, Sun Closed
Mon - Fri 8-4

MN GRAND PORTAGE 9403 E. HIGHWAY 61 55605 2184752494 Mon - Fri, 8-4

MN INTERNATIONAL FALLS #2 SECOND AVE. 56649 2182838611 Mon - Fri, 8-4

MN ST. PAUL #103 1360 UNIVERSITY AVE. 55104 6126445348 Sun, Mon Closed
Tues - Sat 8-4

MO KANSAS CITY 9747 N. CONANT AVENUE 64153 8168918352 Sat, Sun Closed

Mon-Fri 8-4

MO MOBERLY MOBERLY POLICE DEPT 300 N CLARK ST 65270 6602630346 Applicants, please call (660) 263-0346 for an appointment.

MO SPRINGFIELD SPRINGFIELD POLICE DEPT 321 E. CHESTNUT EXPRESSWAY 65802 4178642050
Tues & Thur 1pm - 3pm

MO ST. LOUIS ROOM 1.100 1222 SPRUCE STREET, 63103 3145392534 Sat, Sun Closed
Mon-Fri 8am-4pm

MS JACKSON MCCOY FEDERAL BUILDING 100 W CAPITOL ST, SUITE B8 39269 6019655878 Sat,
Sun Closed
Mon - Fri 8am-4pm

MT BILLINGS YELLOWSTONE CTY SHERIFF'S OFFICE 217 NORTH 27TH ST, 2ND FL 59107
4062562939 Please call (406) 256-2939 for an appointment.

MT CUT BANK GLACIER COUNTY SHERIFF'S OFFICE 502 EAST MAIN ST 59427 4068732711 Mon -
Thur 8am - 5pm

MT HELENA 2800 SKYWAY DRIVE 59602 4064495034 Mon - Fri 8am-4pm

MT SIDNEY RICHLAND COUNTY SHERIFF'S OFFICE 110 2ND AVE NW 59270 4064822919 Mon - Sat
8am - 4pm

NC CHARLOTTE BLDG. 6, SUITE 203 210 E. WOODLAWN ROAD 28217 7045254340 Sun, Mon Closed
Tues-Sat 8am 4pm

NC RALEIGH CITY CNTY BUREAU OF IDENTIFICATION 330 S. SALISBURY ST 27602 9198566300
Mon - Fri 8:30am - 11:30am; 1pm - 4pm

ND ANTLER INS-PORT OF ENTRY 10943 HWY 256 58711 7012673321 CALL (701) 267-3321 FOR AN
APPOINTMENT

ND BISMARK BURLEIGH COUNTY SHERIFF'S OFFICE 514 E THAYER AVE 58502 7012226651 Mon -
Fri 8am - 4pm

ND FARGO SIUTE 104 657 2ND AVENUE NORTH 58102 7012395251 Sat, Sun Closed
Mon - Fri 8am-4pm

ND PEMBINA SUITE I 10980 I-29 58271 7018256722 Mon-Fri, 8am-4pm

ND RUGBY PIERCE COUNTY SHERIFF'S OFFICE 311 SE 3RD ST 58368 7017765245 Mon - Fri 9am -
12pm

NE LEXINGTON DAWSON COUNTY LAW ENFORCEMENT CTR 709 N GRANT ST 68850 3083242279
Mon - Fri 8am - 5pm

NE OMAHA 3736 S. 132ND STREET 68144 4026971974 Sat, Sun Closed
Mon-Fri 8am-4pm

NE SCOTTS BLUFF SCOTTS BLUFF POLICE DEPT 1818 AVE A 69361 3086306261 Mon - Fri 8am - 2pm

NH MANCHESTER 803 CANAL ST. 03101 6036257232 Sat, Sun Closed
Mon-Fri 8am-4pm

NJ HACKENSACK 127 MAIN ST. 07601 2014570962 Sun, Mon Closed
Tues-Sat 8am 4pm

NJ NEWARK 100 24 COMMERCE STREET 07102 9736218164 Sun, Mon Closed
Tues-Sat 8am 4pm

NM ALBUQUERQUE ROOM 1039 517 GOLD AVE. SW 87102 5052487353 Sat, Sun Closed
Mon-Fri 8am-4pm

NV LAS VEGAS 6175 SOUTH PECOS ROAD 89120 7024503951 Sun, Mon Closed
Tues-Sat 8am 4pm

NV RENO 1351 CORPORATE BLVD. 89502 7027845186 Sat, Sun Closed
Mon-Fri 8am-4pm

NY ALBANY ROOM 227 445 BROADWAY 12207 5184310328 Sat, Sun Closed
Mon-Fri 8am-4pm

NY BRONX 2378 GRAND CONCOURSE 10458 7183293950 Sun, Mon Closed
Tues-Sat 8am 4pm

NY BROOKLYN 227 LIVINGSTON ST. 11201 7184220364 Sun, Mon Closed
Tues-Sat 8am 4pm

NY BUFFALO 130 DELAWARE AVENUE 14202 7165514741 Sat, Sun Closed
Mon-Fri 8am-4pm

NY HEMPSTEAD SUITE B 100 MAIN ST. 11550 5165053767 Sun, Mon Closed
Tues-Sat 8am 4pm

NY JAMAICA 162-24 JAMAICA AVE. 11432 7185230798 Sun, Mon Closed
Tues-Sat 8am 4pm

NY NEW ROCHELLE 206 240 NORTH AVE. 10801 9146379023 Sun, Mon Closed
Tues-Sat 8am 4pm

NY NEW YORK 1023 201 VARICK STREET 10014 2124638717 Sat, Sun Closed
Mon - Fri 8am-4pm

NY SYRACUSE 412 S. WARREN STREET 13202 3154783211 Sat, Sun Closed
Mon-Fri 8am-12pm, 12:30pm-4pm

NY WOODSIDE 63-05 ROOSEVELT AVE 11377 7188986697 Sun, Mon Closed
Tues-Sat 8am 4pm

OH CINCINNATI ROOM 8017 550 MAIN STREET 45202 5136842934 Sat, Sun Closed

Mon-Fri 8am-4pm

OH CLEVELAND 402 SUPERIOR AVE 44114 2169026670 Sun, Mon Closed
Tues-Sat 8am 4pm

OH COLUMBUS LEVEQUE TWRS, SUITE 306 50 W BROAD ST 43215 6144692956 Sat, Sun Closed
Mon-Fri 8am-4pm

OK OKLAHOMA CITY SUITE 300 4149 HIGHLINE BLVD. 73108 4052315944 Sat, Sun Closed
Mon-Fri 8am-4pm

OK TULSA TULSA COUNTY SHERIFF'S OFFICE 500 S. DENVER 74103 9185965687 Mon - Fri 8am -
5pm

OK WOODWARD WOODWARD POLICE DEPT 1218 9TH ST 73801 4052548535 Mon - Fri 9am - 6pm

OR PORTLAND 103 SW 4TH 97204 5032419586 Sun, Mon Closed
Tues - Sat 8am 4pm

PA PHILADELPHIA 120 NORTH 8TH STREET 19107 2154132570 Sun, Mon Closed
Tues-Sat 8am 4pm

PA PITTSBURGH SUITE 101 800 PENN AVE, 15222 4122818162 Sun, Mon Closed
Tues-Sat 8am 4pm

PR HATO REY 458 CANALS ST. 00918 7877672088 Sun, Mon Closed
Tues-Sat 8am 4pm

RI PROVIDENCE MOULTON HALL BLDG 333 WESTMINSTER STREET 02903 4018612181 Sun, Mon
Closed
Tues-Sat 8am 4pm

SC CHARLESTON 5TH FLOOR 170 MEETING STREET 29403 8437274559 Sat, Sun Closed
Mon-Fri 8am-4pm

SD PIERRE HUGHES COUNTY JAIL 119 N. EUCLID AVE 57501 6057737470 Mon - Fri 8am - 3pm

SD RAPID CITY 1675 SAMCO ROAD 57702 6053427638 Sat, Sun Closed
Mon - Fri 8am-4pm

SD SIOUX FALLS RIVERSIDE STATION 300 EAST 8TH STREET 57104 6053304276 Sat, Sun Closed
Mon-Fri 8am-4pm

TN KNOXVILLE DUNCAN FEDERAL BUILDING ROOM 125 710 S LOCUST ST 37902 5025826380

TN MEMPHIS SUITE 100 1341 SYCAMORE VIEW 38134 9015440256 Sat, Sun Closed, Mon-Fri 8-4

TN NASHVILLE C/O USINS CONCOURSE A,GATE A5 1 TERMINAL DR NASHVILLE AIRPORT
37214 6152751903 Sat, Sun Closed, Mon - Fri 8-4

TX BROWNSVILLE SOUTHWIND SHOPPING CNTR SUITE 23 943 NORTH EXPRESSWAY 77
78520 9565469173 Sun, Mon Closed, Tues-Sat 8-4

TX CANYON RANDALL COUNTY SHERIFF'S OFF 501 16TH ST 79015 8066556301 Tues - Fri 1 – 8,
Sat 10 – 4

TX DALLAS VILLAGE AT BACHMAN LAKE SUITE 211 3701 W NORTHWEST HWY 75220
2149048440 Sun, Mon Closed, Tues-Sat 8-4

TX EL PASO 10500 MONTWOOD DR 79935 9155904071 Sun, Mon Closed, Tues-Sat 8-4

TX FT WORTH INSIDE TOWN CENTER MALL 4200 S. FREEWAY SUITE 1309 76115 8179213752
Sun, Mon Closed, Tues-Sat 8-4

TX HOUSTON CORUM PLAZA 8505-D GULF FREEWAY (EXIT 38) 77017 7139107322 Sun, Mon
Closed, Tues-Sat 8-4

TX HOUSTON FONDREN ROAD PLAZA 7086 BISSONET ST 77074 7139819197 Sun, Mon Closed,
Tues-Sat 8-4

TX LAREDO COLOMBIA PORT OF ENTRY FARM TO MARKET RD 1472 78045 2105901286 Sat,
Sun Closed, Mon-Fri 8-4

TX TLUBBOCK SUITE A-24 3502 SLIDE RD 79414 8067858219 Sun, Mon Closed, Tues-Sat 8-4

TX MCALLEN SUITE C 220 SOUTH BICENTENNIAL 78501 9566829660 Sun, Mon Closed, Tues-Sat
8-4

TX ODESSA 1655 W COUNTY RD 79763 9153324763 Sun, Mon Closed, Tues-Sat 8-4

TX SAN ANTONIO AT RANDOLPH BLVD/BEHIND STOP-N-GO 5121 CRESTWAY DRIVE SUITE
112 78239 2105901577 Sun, Mon Closed, Tues-Sat 8-4

UT HURRICANE WASHINGTON COUNTY SHERIFF'S DEPT 750 S 5400 W 84737 4356738935 Mon -
Fri 8 - 5

UT RICHFIELD SEVIER COUNTY SHERIFF'S DEPT 835 E 300N #300 84701 4358962660 Mon, Wed,
Fri 2 - 8

UT TAYLORSVILLE SUITE C 5536 SOUTH 1900 WEST 84118 8019678419 Sun, Mon Closed, Tues-Sat
8-4

VA ABINGDON WASHINGTON CTY SHERIFF'S OFFICE 216 PARK ST 24210 5406766250 Mon - Fri
7 - 4

VA ALEXANDRIA 5834D N KINGS HWY 22303 7033172197 Sun, Mon Closed, Tues-Sat 8-4

VA MONETA BLUE RIDGE REGIONAL JAIL AUTHORITY 1114 RADFORD CHURCH RD RT 655
24121 5402977648 Tues - Fri 9-3

VA NORFOLK 5280 HENNEMAN DRIVE 23513 7578586187 Sat, Sun Closed, Mon-Fri 8-4

VI (Virgin Islands) CHRISTIANSTED ST CROIX SUNNY ISLES SHOPPING CTR 00823 3407786559
Sat, Sun Closed, Mon-Fri 8-4

VI (Virgin Islands) ST THOMAS FIRST FLOOR SOUTH NISKY CENTER, SUITE 1A 00802
3407741390 Sat, Sun Closed, Mon-Fri 8-4

VT ST. ALBANS FEDERAL BLDG PO BOX 328 50 SOUTH MAIN ST 05478 8025273255 Sat, Sun
Closed, Mon-Fri 8-4

WA BURIEN SUITE 101 457 SW 148 STREET 98166 2062204893 Sun, Mon Closed, Tues - Sat 8-4

WA RICHLAND ROOM 165 825 JADWIN AVE 99352 509373924 Sat, Sun Closed, Mon-Fri 8-4

WA SPOKANE ROOM 691 920 WEST RIVERSIDE 99201 65093532761 Sat, Sun Closed, Mon-Fri 8-4

WA YAKIMA 417 E CHESTNUT 98901 5095755944 Sat, Sun Closed, Mon-Fri 8-4

WI MILWAUKEE ROOM 188 517 E. WISCONSIN AVE 53202 414297316 Sat, Sun Closed, Mon-Fri 8-4

WV CHARLESTON 210 KANAWHA BLVD WEST 25302 3043475768 Mon - Fri 8- 4

WY CASPER ROOM 1014 150 EAST B STREET 82601 3072616590 Sat, Sun Closed, Mon - Fri 8-4

WY CHEYENNE CHEYENNE POLICE DEPT 2020 CAPITOL AVE 82001 3076376520 Please call
3076376508 to schedule an appointment

Last Updated on 2/14/00